

Instructions for NH Charter School per Pupil Aid

Aid payments will be made in accordance with RSA 194-B:11. Aid is available only for students who are legal residents of New Hampshire. It is the responsibility of the charter school to verify the residency of each student's parent or legal guardian. If you need assistance determining residency status, contact Sarah Browning at 271-3879.

All public schools are required to keep a student register that contains basic student information and a daily attendance log. At the end of the year this information must be printed on quality paper and preserved as a permanent record forever. Any records related to state aid, including enrollment records, are subject to audit by the State. (See RSA 189:27-b and 189:28 for more details.)

If an electronic fund transfer account has been set up with the State Treasurer, payment will be made by electronic transfer. Otherwise, a paper check will be mailed.

Signature Requirement:

Claim forms must be signed by the chairperson of the charter school board. This is the person legally responsible for all compliance requirements. Payment can not be processed without this signature. The State must receive the original claim form with an original signature before payment can be released.

Submit Payment Requests:

Mail the original form to Bureau of Data Management, NH Department of Education, 101 Pleasant St., Concord, NH 03301-3860. Mail a copy to Office of Charter Schools, NH Department of Education, 101 Pleasant St., Concord, NH 03301-3860. Keep a copy for your records.

First Payment:

Students sometimes move over the summer or change their mind about attending a charter school. A student may register but never attend. For this reason, the first payment is based on the number of eligible students who were enrolled and present on the 1st day of school.

While you must mail the original claim form, you can speed the processing of the first payment by also faxing the signed form to 271-3875. If the form is completed correctly, the charter school will receive the first payment within 15 days.

Second and Third Payments:

For the second and third payments a student need not be present to be counted. Count students who are present, as well as those who are absent but expected to return. Do not include students who have dropped out or transferred out. (A student who has been absent for more than 15 days is usually a dropout.) If you need assistance determining the enrollment status of a student, call 271-2778.

Final Payment:

The final payment, of approximately \$545 per pupil, will be automatically computed based on the total half-days membership reported on the End of Year Tuition Report. (There is no aid claim form for this final payment.) Aid due for the entire year will be calculated using a per diem rate. Then the first three payments will be subtracted. The resulting balance will be the final payment amount.

Payments will be processed promptly, but errors on the End of Year report will delay calculation and payment.

Avoid Overpayment:

Total aid payments for the year may not exceed the total days in membership for the year multiplied by the per diem rate. If at any time enrollment drops to a level that could result in the State making an over payment to the charter school, it is the responsibility of the charter school to immediately notify the Commissioner in writing. A refund may be required. If you need assistance determining the potential for overpayment, or have payment questions, call Ron Leclerc at 271-3876.

2009-2010 NH Charter School per Pupil Aid \$5,450

Charter School Name: _____

Address: _____

Please read the attached instructions. Aid payments will be made in accordance with RSA 194-B:11. Complete one section only. Mail this form to the above address. For assistance call Bureau of Data Management at 271-2778.

Section A Opening Day

Report the number of NH resident pupils that were enrolled and present on the 1st day of school.

1. Number of kindergarten students present on 1st day _____ Full / Half Day
(circle one)
2. Number of Grade 1 through 12 students present on 1st day _____

Within 15 days of receipt of this form the Department of Education will make a payment at the rate of \$1,635 per full day student.

Section B December 1st or March 1st Payment

Enrollment for: (circle one) **November 1st** **February 1st**

Report the number of NH residents enrolled. Enrollment includes students who are present, as well as absent students that are expected to return to school.

1. Number of kindergarten students enrolled _____ Full / Half Day
(circle one)
2. Number of Grade 1 through 12 students enrolled _____

To guarantee on-time payment, submit this form within 5 working days of the enrollment date. The Department of Education will make a payment at the rate of \$1,635 per full day student.

This form must be signed by the chairperson of the Board of Directors/Trustees.

Print Name and Title

"I certify that all of the information contained in this document is true, accurate and complete."

Signature: Chairperson – Board of Directors/Trustees

Date

Print name of contact person

Contact phone with extension

For NH DOE use only Date Received: _____ Vendor # : _____

Approved by/Date: _____ Amount: _____